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**UNITED STATES MISSION - BOGOTA  
U.S. VACANCY ANNOUNCEMENT**

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**JOB VACANCY**

May 2, 2003

**OPEN TO:** Eligible Family Members (EFMs) – All Agencies

**POSITION:** **VETTING/HUMAN RIGHTS DATABASE COORDINATOR**

**CLOSING DATE:** Friday, May 16, 2003

**WORK SCHEDULE:** Full time, 40 hours/week

**SALARY:** FP-05, \$36,703 (depending upon qualifications)

**DURATION OF APPT.:** Renewable on a yearly-basis based on funding availability

**NOTE: Only Eligible Family Members as defined by 3 FAM 8200 of U.S. Government Employees assigned to the Mission under Chief of Mission authority are eligible for consideration. An EFM does not have to be residing in country at the time of application to be considered, but must intend to reside at post.**

**BASIC FUNCTION OF THE POSITION**

Incumbent will serve under the supervision of the Pol/Econ Counselor. He/she will develop, establish and maintain a detailed database, which will contain extensive records of Host Nation's training participation, human rights violations and massacres. This database will also contain computerized records of all bio-files. The incumbent will work closely with US and Colombian military officials and Colombian law Enforcement Officials to provide accurate assessments of alleged human rights abuses.

**MAJOR DUTIES AND RESPONSIBILITIES**

1. Coordinates and maintains the Mission's Human Rights vetting of Colombian Units/individuals participating in USG sponsored training.
2. Coordinates with DAO and Military Group on political military developments that affect vetting.
3. Conducts inter-agency checks on Host Nation individuals nominated to participate in

USG's sponsored training.

4. Serves as the manager of the Political Section Database for Vetting/Human Rights Database.

5. Reports on GOC and NGO investigations of military/paramilitary crimes.

6. Maintains current log of military units that are vetted to receive support under a variety of US material assistance and training programs.

7. Alerts Pol/Econ Counselor of potential problems regarding individuals nominated to participate in USG's sponsored training.

8. Manages extensive amounts of classified information preventing its compromise.

9. Serves as Action Officer for the Blue Lantern Program.

10. Coordinates Mission's end of use monitoring of equipment provided by the USG.

### **POSITION KEY ELEMENTS**

The incumbent will:

1. Oversee and supervise one US contracted Vetting Technician, FS-7.

2. Supervise a LES, as required.

3. Work with minimal supervision by the P/E Counselor and will be expected to consistently exercising good judgment and adherence to US law in all matters pertaining to the Political Section's Vetting process.

4. Establish and maintain high level-contacts with NGO's, Human Rights organizations and high-ranking Colombian Ministry of Defense military and Law Enforcement officials.

### **MINIMUM QUALIFICATIONS**

**Note: Candidates who do not meet these minimum qualifications will not be considered.**

A. The candidate must be a U.S. citizen, at least 21 years of age and a dependent of a direct-hire USG employee currently assigned to this mission.

B. The candidate must be able to obtain a Department of State Top Secret security clearance.

C. **Education:** Completion of Secondary school is required.

**D. Prior Work Experience:** A least one year of U.S. Government office experience handling sensitive and/or classified material, with some drafting responsibilities, is required.

**E. Skills and Abilities:** Must possess good organizational skills and ability to draft a wide variety of reports and other documents.

**F. Language Proficiency:** Must have English Level IV (Fluent), and Spanish: Level IV (Fluent), oral and written, is required.

### **DESIRED QUALIFICATIONS BUT NOT REQUIRED**

A. College degree is desirable.

B. Familiarity with military/law enforcement organizations and USG security databases is desirable.

### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget in determining successful candidacy.
2. EFMs who currently hold a TEMP/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

### **TO APPLY**

If you meet all the requirements for this position, please submit 7 copies of OF-612, SF-171 or résumé and a cover letter highlighting your qualifications to the HRO by the expiration date. Applicants may attach copies of any other documentation (e.g. essays, certificates, awards, degrees earned) that addresses the qualification requirements of the position as listed below.

We need certain information to evaluate your qualifications and determine if you meet legal requirements for Federal employment. If your resume or application does not provide all the information requested in the vacancy announcement, you will not be considered for this position.

**You must request an application form at the Embassy receptionist or you may print it out by accessing the Embassy web page: <http://usembassy.state.gov/colombia> under "The Embassy" > "Human Resources Office".**

### **SUBMIT APPLICATION TO**

**American Embassy  
Human Resources Office  
Attn: Recruitment Unit  
Diagonal 22 D Bis No. 47-51**

- Eligible Family Members (EFMs) not yet residing at post may submit applications via fax (571)383-2088. **All other applicants must submit applications by hand – faxes will not be considered.**

**DEFINITION:**

**ELIGIBLE FAMILY MEMBER (EFM):** US Citizen spouse or US Citizen child as referred to in 6 FAM 111.3 paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.

**APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE BY:  
05/16/03**